REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OTR/ISS   16

1. TITLE OF REPORT (If a fill-in report include Form No.)

Course Report - Instructor Training Workshop

2. TYPE OF REPORT

	STATISTICAL
XX	NARRATIVE
	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	X	TRAINING
LOGISTICS		SECURITY
MEDICAL		FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

At end of ITW's (8 in the last 12 months)

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

	YES	IF YES GIVE ADP PROCESSING NO.
XX	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR Regulation

10. PREPARING COMPONENT (include lowest level contributing information to report)

OTR/ISS/IT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		3.5		22.75		8		182.00
14	11.00		1.5		16.50		8		132.00
Review									
14	11.00		.25		2.75		8		22.00
15	12.80		.25		3.20		8		25.60
18	17.00		.25		4.25		8		34.00
			5.75				8 = 46		

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR   395.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Informs the DTR of the instructor's evaluation of the course. Also includes student's critiques, which gives DTR their opinion of the course.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XX	RETAIN AS IS		OTHER (explain)
	CHANGE		
	DISCONTINUE		

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

- OTR/ISS/IT

18. EXTENSION

FORM

25X1